



HOUSTON AIRPORT SYSTEM

Q23602

REQUEST FOR QUALIFICATIONS

Comprehensive Airport Financial Consulting Services

Houston, Texas

February 2010

NOTICE INVITING STATEMENT OF QUALIFICATIONS

The City of Houston (City) invites qualified firms (Respondent) to provide comprehensive airport financial consulting services for the Houston Airport System (HAS).

Five (5) bound copies of the Statement of Qualifications (SOQ) are to be submitted in a sealed envelope to:

Houston Airport System
Attention: Ms. Ellen Erenbaum
Assistant Director, Finance
16930 John F. Kennedy Blvd.
Houston, Texas 77032

At least one copy must carry the original signature of an officer or individual having legal authority to enter into agreements on behalf of the Respondent. The deadline for submission is Friday, March 26, 2010, 2:00 p.m. CST. Each envelope or package should be clearly marked "Qualifications Submitted in Response to RFQ for Comprehensive Airport Financial Consulting Services." SOQs received after this date and time will be returned unopened and not considered.

All SOQs will be required to comply with the City of Houston's Motion No. 95-0525 (March 29, 1995) relating to minority and women-owned business enterprises.

Specific instructions, elaboration on items stated above and additional information is outlined in the RFQ for Comprehensive Airport Financial Consulting Services. Copies may be obtained by contacting the Houston Airport System, Finance Section at 281-233-1981 or Ellen.Erenbaum@cityofhouston.net or at www.fly2houston.com/bidRFPAdvertisement.

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I. INTRODUCTION

The Houston Airport System (HAS) is seeking Statements of Qualifications (SOQ) from interested firms (which may include qualified sub-consultants) to provide comprehensive airport financial consulting services (Services) to HAS, as more fully described in Article III, Section A, Scope of Services. An agreement with the successful Respondent will require provision of these services on an "on-call" basis for an initial contract term of five (5) years. The agreement shall be on a non-exclusive basis for the contract term. It may be necessary for the selected firm to interface with several City departments and HAS tenants for completion of the assignment(s) and to do so in accordance with the City Charter and the Code of Ordinances of the City of Houston and applicable state and federal regulations. The firm and its sub-consultants must be able to perform all or part of the services as requested.

II. BACKGROUND

The City's airport system is managed and operated by the Houston Airport System, an enterprise system of the City, under the administrative control of the Mayor. The day-to-day operations of HAS are under the direct supervision of the Director of HAS, who is appointed by the Mayor, subject to confirmation by the City Council. HAS is comprised of three active airports: George Bush Intercontinental Airport/Houston (IAH), William P. Hobby Airport (HOU), and Ellington Airport (EFD).

HAS receives no local tax money. Operations are funded through revenue from terminal space rentals, landing fees, parking, concessions, other building and ground rentals and interest earnings. Capital improvements are funded through equity funds, bond proceeds, federal grants, passenger facility charges and other funds.

Houston is the 4th largest U.S. city and according to ACI-NA, IAH and HOU rank as the 8th and 43rd busiest airports, respectively, based on total U.S. passenger traffic for calendar year 2008. Continental is the dominant air carrier operating at IAH and Southwest is the dominant air carrier operating at HOU.

III. SCOPE OF SERVICES

A. General Financial Advisory Services

1. Development of capital project financing strategies, including cash flow analysis and preparation of rates and charges scenarios as needed to help make capital financing decisions.
2. Development and revision of rate-setting models and advice on rate-setting matters, including reviewing and evaluating impacts of federal regulations.
3. Air traffic analysis and forecasts.
4. Evaluation, development and negotiation of airline and tenant leases.
5. Development and revision of Passenger Facility Charge ("PFC") models to track project costs and allocation of PFCs to debt service for eligible, approved projects.
6. Prepare applications and amendments to PFC program, if necessary.
7. Financial reviews which could include financial operations, budget, revenues, expenses, indebtedness, funding, financing and financial policies.

B. Preparation of report(s) by the Airport Consultant to be included in the official statement(s) for bond issuance.

The Consultant will provide the following:

1. Economic and air traffic analysis and forecasts.
2. Financial analysis which includes financial forecasts, financial feasibility and affordability assessments for debt issuance.
3. Sensitivity analysis related to changes in key assumptions.
4. Working group participation, rating agency and bond insurer meetings.

C. Additional Financial Services, as requested by the Director of HAS.

IV. QUALIFICATIONS

A. Minimum

Respondents shall have, at a minimum, ten (10) years experience in airport financial consulting services.

B. Content Submittals

The following information is an integral part of the SOQ and must be provided in full. All references and information shall be current.

1. List the names of key personnel (including sub-consultants) who will be directly responsible for or in any way involved in providing the required services and submit resumes for each. The list must include the person's position or title and brief narrative of responsibilities and years of experience in airport financial consulting services.
2. Provide names of all sub-consultants and areas of responsibility of each, and the experience of the firm in airport financial consulting. Indicate which are MWBEs certified with the City's Affirmative Action Division.
3. Provide a list of clients that you have provided airport financial consulting services to during the last five years and a brief description of the type project(s) involved.
4. With respect to tax exempt and taxable financings for government owned or operated airports for which the Respondent has served as financial feasibility consultant associated with bond issues which have been completed since July 1, 2005 or are still in progress, include the following:
 - a) Name of issuer, amount of financing, sale date and type of sale and rating
 - b) Use of proceeds
 - c) Respondent's and sub-consultant's role
 - d) Personnel assigned
5. Provide a Contractor and Sub-Contractor Billing Rate Schedule
6. Provide a completed Form A (Exhibit A) containing information required before entering into a City contract in accordance with City Ordinance No. 92-1245 (Fair Campaign Ordinance), dated September 16, 1992, as amended.
7. Provide completed Pay or Play Program documents (Exhibit B).
8. Provide a completed Affidavit of Ownership or Control (Exhibit C).

9. Provide a completed Conflict of Interest Questionnaire (Exhibit D).

V. GENERAL INFORMATION

A. MWBE Requirements

In accordance with the City Code of Ordinances, the City has established a program with certain goals for participation of minority and women owned business enterprises. Separate goals are established for construction, professional services, and procurement.

Respondents will be responsible for meeting the MWBE certification and reporting requirements as outlined in the City of Houston Motion No. 95-0525 (March 29, 1995). MWBE certifications are handled by the Mayor's Affirmative Action Division. A complete listing of certified minority and women business enterprise firms can be acquired by visiting <https://houston.mwdbe.com/FrontEnd/VendorSearchPublic.asp> from the Affirmative Action Division. All MWBE proposed firms appearing as subcontractors, joint ventures partners or as a Respondent must be certified in accordance with the MWBE Ordinance prior to award of contract by City Council. The MWBE goal for this contract is 4%.

B. Drug Detection and Deterrence

The consultant selected for this project will be required to comply with City of Houston Executive Order No. 1-31 dated March 1, 1995 to promote a drug free workplace. A copy of the Executive Order may be obtained from the City of Houston Legal Department. Generally, the compliance requirements include submittal and enforcement of:

- A drug free workplace policy.
- Execution of a Drug Policy Compliance Agreement and periodic submittal of compliance declarations.
- Designation of safety impact positions or the execution of a Certificate of No Safety Impact Positions.
- The above documentation shall be submitted by the successful consultant to the Houston Airport System's Contract Compliance Officer for Drug Testing (CCODT) prior to and as a pre-condition for contract award.

C. Insurance Requirements

The selected Respondent shall obtain and maintain in effect during the term of the Agreement, insurance coverage as set out below, and shall furnish certificates of insurance, in duplicate form, prior to the beginning of the services hereunder. All such policies except Professional Liability, Workers' Compensation and Employer's Liability shall be primary to any other insurance and shall name the City as an additional insured. All liability policies shall be issued by a company with a Certificate of Authority from the State Department of Insurance to conduct insurance business in Texas or a rating of at least B+ with a financial size of Class VI or better according to the current year's Best's rating. The selected Respondent shall maintain the following insurance coverages in the following amounts;

- (1) Professional Liability insurance
\$1,000,000 per occurrence; \$1,000,000 aggregate
- (2) Automobile Liability insurance (including non-owned and hired auto coverage)
\$500,000 combined single limit per occurrence.
- (3) Commercial General Liability insurance including Contractual Liability insurance:
\$500,000 per occurrence; \$1,000,000 aggregate
- (4) Workers' Compensation in the amount set by statute.

Defense costs excluded from face amount of policy
Aggregate limits are per 12-month policy period unless otherwise indicated.

All insurance policies required by the Contract shall require on their face, or by endorsement, that the insurance carrier waive any rights of subrogation against the City. Respondent shall give thirty (30) days advance written notice to the City before they may be canceled or materially changed. Within such thirty (30) day period, the selected Respondent shall covenant that it will provide other suitable policies in lieu of those about to be canceled or materially changed, so as to maintain in effect the coverage.

D. Evaluation of Qualifications

The City of Houston reserves the sole right to (1) evaluate the RFQs submitted (2) waive any irregularities therein (3) request additional information (4) select candidates for selection interviews or (5) reject any and all submittals should it be deemed in the City's best interest.

All respondent (s) will be evaluated on the basis of the following factors:

- Knowledge, experience and reputation of assigned individuals

- Availability and time commitments of assigned staff
- References
- Fee structure
- MWBE commitment

E. Fair Campaign Ordinance

The City of Houston Fair Campaign Ordinance (Section 18-36 of the City Code of Ordinances) makes it unlawful for a contractor to offer any contribution to a candidate for City elective office during a certain period of time prior to and following the award of the contract by City Council. The term "contractor" includes sole proprietors, partners of partnerships, and all officers, directors, and holders of ten percent or more of the outstanding shares of corporations. A statement disclosing the names and business addresses of each of those persons will be required to be submitted with the SOQ. A blank copy of "Contractor Submission List - City of Houston Fair Campaign Ordinance" (Form A) is included in this RFQ in Exhibit A (See Chapter 18 of the Code of Ordinances, Houston, Texas, for further information).

F. Pay or Play Program - The requirements and terms of the City of Houston Pay or Play policy, as set out in Executive Order 1-7, are incorporated into this Agreement for all purposes. Contractor has reviewed Executive Order No. 1-7 and shall comply with its terms and conditions as they are set out at the time of City Council approval of this Agreement.

Review Document 00840: Pay or Play Program; and fill out Documents 00630 and 00631 (included in Exhibit B of this RFQ) for submittal.

G. Delinquent Tax - Prior to consideration by City Council, evidence must be submitted by each owner/operator(s) demonstrating that no delinquent taxes are owed to the City of Houston. Complete form attached as Exhibit C.

H. Miscellaneous

- All SOQs submitted in response to this RFQ are the property of the City and are not available for public review or debriefing by any Respondent until after selection and approval of an Agreement by City Council. All information submitted becomes public record and subject to the Texas Public Information Act including information marked proprietary or confidential.

- Any cost associated with the submittal of a response to the RFQ will be solely the expense of the Respondent.
- This RFQ is not to be construed as a contract offer or as a commitment of any kind; and receipt by the City of a response by a Respondent in no way obligates the City in any manner whatsoever.
- Copies of City Ordinances and Polices noted in the RFQ may be obtained from the City Secretary's Office, Plaza Level, City Hall Annex, Room 101, 900 Bagby, Houston, Texas 77001.
- It is believed that this RFQ contains all the information related to the project that is needed to prepare an adequate response. However, any questions or requests for information that are deemed necessary should be made in writing or e-mail no later than March 19, 2010 to the Ms. Ellen Erenbaum, Assistant Director - Finance, Houston Airport System, 16930 John F. Kennedy Blvd., Houston, Texas 77032 (e-mail: ellen.erenbaum@cityofhouston.net). Responses to all questions will be in writing and will be distributed to all RFQ holders.

VI EXHIBITS

The following exhibits are appended to this RFQ:

- EXHIBIT A - Contractor Submission List Fair Campaign Ordinance
- EXHIBIT B - Pay or Play Program (Forms 00840, 00630)
- EXHIBIT C - Affidavit of Ownership or Control
- EXHIBIT D - Conflict of Interest Questionnaire (Form CIQ)

EXHIBIT A

Document 00452
Form A
CONTRACTOR SUBMISSION LIST
CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE

The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office (including elected officers-elect) during a certain period of time prior to and following the award of the Contract by the City Council. The term "Contractor" includes proprietors of proprietorships, partners or joint venturers having an equity interest of 10 percent or more for the partnership or joint venture, and officers, directors and holders of 10 percent or more of the outstanding shares of corporations. Submission of a statement disclosing the names and business addresses of each of those persons is required with each Bid/Proposal for a City Contract. See Chapter 18 of the City of Houston Code of Ordinances for further information.

This list is submitted under the provisions of Section 18-36(b) of the City of Houston Code of Ordinances in connection with the attached Bid/Proposal of:

Firm or Company Name: _____

Firm or Company Address: _____

The firm/company is organized as indicated below. Check one as applicable and attach additional pages if needed to supply the required names and addresses.

☐ SOLE PROPRIETOR

Name _____ Address _____
Proprietor

☐ A PARTNERSHIP

LIST EACH PARTNER HAVING EQUITY INTEREST OF 10% OR MORE OF PARTNERSHIP
(IF NONE STATE "NONE")

Name _____ Address _____
Partner

Name _____
Partner Address

[] A CORPORATION

LIST ALL DIRECTORS OF THE CORPORATION (IF NONE STATE "NONE")

Name _____
Director Address

Name _____
Director Address

Name _____
Director Address

LIST ALL OFFICERS OF THE CORPORATION (IF NONE STATE "NONE")

Name _____
Officer Address

Name _____
Officer Address

Name _____
Officer Address

LIST ALL INDIVIDUALS OWNING 10% OR MORE OF OUTSTANDING
SHARES OF STOCK OF THE CORPORATION (IF NONE STATE "NONE")

Name _____
Owner Address

Name _____
Owner Address

Name _____
Owner Address

I certify that I am duly authorized to submit this list on behalf of the firm, that I am associated with the firm in the capacity noted below, and that I have knowledge of the accuracy of the information provided herein.

Signature

Printed Name

Title

Note: This list constitutes a government record as defined by § 37.01 of the Texas Penal Code.

Reporting Period:

Prime Contractor Name:

Contact Person:

Address:

Project Name:

Email:

WBS Number:

[illegible]

*Note - Must include documentation supporting reason for exemption(s), including less than 18 years old, has other coverage, refusal of coverage, or subcontract value under \$200,000. Refusals must be signed by employee.

EXHIBIT B

PAY OR PLAY PROGRAM

I. Pay or Play Program Elements

A. Purpose

Authorized by Ordinance 2007-534 and Executive Order 1-7, the purpose of the Pay or Play Program is (1) to create a more level playing field among competing contractors so that those who provide health benefits to their employees are not disadvantaged in the bidding process; and 2) to recognize and account for the fact that there are costs associated with the health care of the uninsured.

B. Program Elements

1. Covered contracts: Contracts covered by the program are those that are advertised after July 1, 2007, which are valued at or above \$100,000 and are not primarily for the procurement of property, goods, supplies or equipment.
2. Covered employees: This program applies to employees of a covered contractor or subcontractor, including contract labor, who are over age 18, work at least 30 hours per week and work any amount of time under a covered city contract or subcontract.
3. Compliance with the program means that the contractor either:
 - "Pays" by contributing \$1.00 per covered employee per hour for work performed under the contract with the City; or
 - "Plays" by offering health benefits to covered employees. Health benefits must meet or exceed the following standards:
 - The employer will contribute no less than \$150 per covered employee per month toward the total premium cost.
 - The employee contribution, if any amount, will be no greater than 50% of the total monthly premium cost.
4. Subcontracts: The prime contractor is responsible for compliance on behalf of covered employees, including contract labor, of subcontractors with subcontracts valued at or greater than \$200,000, if the subcontract is not primarily for the procurement of property, goods, supplies or equipment. Subcontractor compliance includes submission of applicable reports and/or payments to the prime, as well as maintenance of records.
5. Exemptions/Waivers: The City of Houston will award a contract to a contractor that neither Pays nor Plays only if the contractor has received an approved waiver.
6. Administration: Contractor performance in meeting Pay or Play program requirements will be managed by the contracting department. The Office of Affirmative Action and Contract Compliance will have administrative oversight of the program, including audit responsibilities. Questions about the program should be referred to the department POP Liaison or the Office of Affirmative Action and Contract Compliance.

I. Documentation and Reporting Requirements

- A. Documents that must be signed and returned to administering department within a period designated by the department's Contract Administrator, upon notification of low bidder or successful proposer status:
1. Certification of Contractor's Intent to Comply with Pay or Play Program (Document 00630). Note - Contractors that opt to "play" must provide proof of coverage, including documentation from insurance provider, and names of covered employees.
 2. List of Participating Subcontractors (Document 00631).
- B. The contractor will comply with the following reporting requirements:
1. Contractors that opt to Play
Provide periodic reports to the contract administrator showing proof of coverage. Reporting schedule will be determined by administering department based on length of contract. Reports shall be provided in a Microsoft Excel format on a CD-Rom.
 2. Contractors that opt to Pay
Provide monthly reports to administering department, detailing names of employees, hours worked, exemptions (if any) and amount owed. Reports shall be provided in a Microsoft Excel format on a CD-Rom.

Contractors shall submit an initial report with the second invoice to the department. Reports shall be provided in a Microsoft Excel format on a CD-Rom in the form attached as page 3 of this document. Payments based on monthly reports are due to the contracting department with submission of the following month's invoice. Payments may be made via wire transfer, provided that proof of transaction is submitted to administering department.

III. Compliance and Enforcement

The Affirmative Action and Contract Compliance Office will audit program compliance. Contractors willfully violating or misrepresenting POP program compliance will be subject to corrective and/or punitive action, including but not limited to the assessment of fines and penalties and/or debarment.

(POP-2)
AGREEMENT TO
COMPLY WITH PAY OR PLAY PROGRAM

Contractor Name: _____ \$ _____
(Contractor/Subcontractor) (Amount of Contract)

Contractor Address:

Project No.: WBS No.

Project Name: [Legal Project Name]

In accordance with the City of Houston Pay or Play Program authorized by Ordinance 2007-534, Contractor agrees to abide by the terms of this Program. This certification is required of all contractors for contracts subject to the program. You must agree EITHER to PAY or to PLAY for each covered employee, including those of subcontractors subject to the program.

- ☐ Yes ☐ No Contractor agrees to Pay \$1.00 per hour for work performed by covered employees, including covered subcontractors' employees, under the contract with the City.
- ☐ Yes ☐ No Contractor agrees to offer health benefits to each covered employee, including covered subcontractors' employees that meet or exceed the following criteria:
(1) the employer will contribute no less than \$150 per employee per month toward the total premium cost; and
(2) the employee contribution, if any amount, will be no greater than 50% of the total premium cost.
- ☐ Yes ☐ No Contractor agrees to pay on behalf of some covered employees and play on behalf of other covered employees, in accordance with program requirement including subcontractors' employees, if applicable.
- ☐ Yes ☐ No Contractor will comply with all provisions of the Pay or Play Program and will furnish all information and reports requested to determine compliance with program provisions.

[☐] Yes [☐] No For Prime Contractors Only: Contractor will file compliance reports with the City, which will include activity for subcontractors subject to the program, in the form and to the extent requested by the administering department or the Affirmative Action and Contract Compliance Office. Compliance reports shall contain information including, but not limited to, documentation showing employee health coverage and employee work records.

I hereby certify that the above information is true and correct.

CONTRACTOR (Signature)

DATE

NAME AND TITLE (Print or type)

EXHIBIT C

AFFIDAVIT OF OWNERSHIP OR CONTROL

ORIG. DEPT.: _____

FILE/I.D. NO.: _____

INSTRUCTION: ENTITIES USING AN ASSUMED NAME SHOULD DISCLOSE SUCH FACT TO AVOID REJECTION OF THE AFFIDAVIT. THE FOLLOWING FORMAT IS RECOMMENDED: CORPORATE/LEGAL NAME DBA ASSUMED NAME.

STATE OF _____ §
COUNTY OF _____ §

AFFIDAVIT OF OWNERSHIP OR CONTROL

BEFORE ME, the undersigned authority, on this day personally appeared _____ [FULL NAME] (hereafter "Affiant"),
_____ [STATE TITLE/CAPACITY WITH CONTRACTING ENTITY] of
_____ [CONTRACTING ENTITY'S
CORPORATE/LEGAL NAME] ("Contracting Entity"), who being by me duly sworn on oath stated as follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.

2. Contracting Entity seeks to do business with the City in connection with _____ [DESCRIBE PROJECT OR
MATTER] which is expected to be in an amount that exceeds \$50,000.

3. The following information is submitted in connection with the proposal, submission or bid of Contracting Entity in connection with the above described project or matter.

4. Contracting Entity is organized as a business entity as noted below (check box as applicable).

FOR PROFIT ENTITY:

NON-PROFIT ENTITY:

- ☐ SOLE PROPRIETORSHIP
☐ CORPORATION
☐ PARTNERSHIP
☐ LIMITED PARTNERSHIP
☐ JOINT VENTURE
☐ LIMITED LIABILITY COMPANY
☐ OTHER (Specify type in space below)

- ☐ NON-PROFIT CORPORATION
☐ UNINCORPORATED ASSOCIATION

5. The information shown below is true and correct for the Contracting Entity and all owners of 5% or more of the Contracting Entity and, where the Contracting Entity is a non-profit entity, the required information has been shown for each officer, i.e., president, vice-president, secretary, treasurer, etc. **[NOTE: IN ALL CASES, USE FULL NAMES,**

LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. Do NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL, BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]

Contracting Entity

Name: _____

Business Address [No./STREET] _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address [OPTIONAL] _____

Residence Address [No./STREET] _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address [OPTIONAL] _____

5% Owner(s) or More (IF NONE, STATE "NONE.")

Name: _____

Business Address [No./STREET] _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address [OPTIONAL] _____

Residence Address [No./STREET] _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address [OPTIONAL] _____

6. Optional Information

Contracting Entity and/or _____ [NAME OF OWNER OR NON-PROFIT OFFICER] is actively protesting, challenging or appealing the accuracy and/or amount of taxes levied against _____ [CONTRACTING ENTITY, OWNER OR NON-PROFIT OFFICER] as follows:

Name of Debtor: _____
Tax Account Nos. _____
Case or File Nos. _____
Attorney/Agent Name _____
Attorney/Agent Phone No. (____) _____
Tax Years _____

Status of Appeal [DESCRIBE]

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Affiant

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20____.

(Seal)

Notary Public

NOTE:

This affidavit constitutes a **government record** as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.

EXHIBIT D

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>		OFFICE USE ONLY
1 Name of person who has a business relationship with local governmental entity.		Date Received
2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
3 Name of local government officer with whom filer has employment or business relationship.		
<div style="border-bottom: 1px solid black; width: 30%; margin: 0 auto;"></div> <p>Name of Officer</p>		
<p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
4		
<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p>Signature of person doing business with the governmental entity</p>		<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p>Date</p>

Adopted 06/29/2007